



# Getting Started With **ADOBE DIGITAL EDITIONS 4.5**

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## Introduction

Welcome to Adobe Digital Editions 4.5! This application is designed for simplified management and reading of eBooks. It can be used in conjunction with screen reading software for vision impaired users.

## Automatic download of books across devices

Adobe Digital Editions 4.5 provides the ability to sync your DRM-enabled books across all your devices. Therefore, if you purchased a book using one device, you can now easily access the book on all your other devices too. This feature is enabled by default (you can turn it off through Library > Preferences (Windows) or Adobe Digital Editions > Preferences (Mac OS))

## eBook Formats Supported

ADE 4.5 supports EPUB 3.0, including its four specifications:

- EPUB Publications,
- EPUB Content Documents,
- EPUB Open Container Format (OCF),
- and EPUB Media Overlays.

ADE 4.5 also supports EPUB 2.0.1, EPUB 2 versions, and PDF/A format.

## Accessibility

To enable Adobe Digital Editions (ADE) for use with screen readers, you need the JAWS or NVDA reader on Windows or VoiceOver reader on the Macintosh.

Installation instructions can be found on the following web sites:

- Windows – JAWS: <http://www.freedomscientific.com/jaws/>
- Windows – NVDA: <http://www.nvda-project.org/>
- Macintosh – VoiceOver: <http://www.apple.com/accessibility/voiceover/>

ADE was designed with full keyboard support (tab navigation and shortcuts), as well as high-contrast support. Shortcuts are listed near the end of this book.

## Opening eBooks

When you download a book from your library or bookseller's web site, simply open the book from the browser download window, and Adobe Digital Editions (ADE) will launch. If ADE doesn't launch automatically, start it manually, and then drag your book onto the application icon. Or, choose File > Add to Library to browse for the file on your computer.

When ADE opens your book, it confirms you have permission to read it. Many books are DRM (Digital Rights Management) protected, such as books you check out from the library or purchase at an online book seller. If it's not a protected book, ADE will open it and you can begin reading.

### Authorizing with an Adobe ID or Vendor ID

The first time you open a protected book, ADE will ask you to authorize your computer. The best way to do this is to supply an Adobe ID or Vendor ID, associating the book with your ID. If you later open the book on another computer, you can simply supply the same ID to open the book.

If you don't have an Adobe ID, click the Create an Adobe ID link. After creating the ID on the Adobe website, you can close that browser window,

return to ADE, and enter the newly-created Adobe ID.

### **Authorizing without an ID**

If you choose to authorize without an ID, ADE will enable reading of the book only on your computer. You will not be able to read it on other eReader devices or other computers (or the same computer if you re-install). If you don't plan on moving your books to other computers (or re-installing), this approach will work for you.

### **Bookseller-specific IDs**

Some booksellers use a special form of protection where your book is locked to the bookseller's ID. For example, Barnes & Noble uses this method. When you buy a book, download to your computer, and open in ADE, you'll be asked to supply the username and unlock code you use on the bookseller's web site (for example, for Barnes & Noble, the name and number of the credit card associated with your ebook purchase).

## **Organizing eBooks: Library and Bookshelves**

When you are reading a book, it occupies the whole Adobe Digital Editions (ADE) window. You automatically enter reading mode when you open a new book (described in "Opening eBooks" above).

You can organize all your books by showing your library. From reading mode, you can open your library by clicking Library in the top-left corner of the screen.

The library view is broken into two panels:

- The left panel shows your Last Read book plus the list of bookshelves. (Click Read to resume reading the Last Read book.) There are built-in bookshelves for all books, unread books, borrowed books, and so on. You can create your own bookshelf by clicking the Create button (the plus sign). To fill a shelf, drag books to it. (To view all available books, click All Items.)

***Note:** Removing a book from a user-created shelf removes it only from that shelf, but removing it from a built-in shelf removes it entirely from ADE. (User-created shelves have a brown icon; built-in shelves have a blue one.)*

- The right panel shows the contents of the selected bookshelf. You can sort and change the view by selecting the options shown in the top-right corner. To enter reading mode, simply double-click a book. You can also right-click and choose Read.

## Reading eBooks

Adobe Digital Editions (ADE) was designed to help you start reading books quickly, and to keep the reading experience as simple and straightforward as possible. We hope you enjoy reading your book!

When you open a book, the Reading menu appears at the top of the application window, providing navigation, search, and other features. Below that is a row of icons representing common actions you might want to take while reading, as follows:



**Go To Library.** Takes you to the library view **Add Bookmark.** Creates a bookmark for the current page **Show/Hide Navigation Panel.** Opens up a left-side navigation panel; for table of contents or bookmarks **Text size (EPUB) or PDF View Options (PDF).** Adjusts view settings **Search Box.** Searches the document **Full Screen.** Toggle Full Screen View

There are two types of eBooks with slight differences in navigation and magnification features: EPUBs and PDFs.

## Reading EPUBs

For EPUBs, the navigation bar is across the bottom of the screen, consistent with how most eReaders present a book (scrolling left to right like flipping the pages of a book). The Reading menu has an EPUB Text Size submenu for modifying the text size.

## Reading PDFs

For PDFs, the scroll bar is on the right side of the screen, consistent with Adobe Reader software (and a better compliment to its Fit Width view, in which top-down scrolling is more natural). The Reading menu has a PDF

View submenu for adjusting the magnification of the PDF.

## **Bookmarks**

To create a bookmark for the current page, simply click the Add Bookmark button. To view your list of bookmarks, click the Show/Hide Navigation Panel button. With the navigation panel, you can page through the book and click the plus sign (+) to add new bookmarks. The Option Menu allows you to remove or rename bookmarks.

## **Highlights**

To highlight text, select the text, right click to choose Highlight from the pop up menu. To view your list of highlights, click the Show/Hide Navigation panel button and then choose the Bookmark tab. With the navigation panel, you can navigate to the position where you added highlight. The Option Menu allows you to remove or rename highlights.

## **Notes (Annotations)**

To add a note to text, select the text, right click to choose Add Note to Text from the pop up menu, and then input your notes or annotations on the yellow pop up panel. To view your list of notes, click the Show/Hide Navigation Panel button and then choose the Bookmark tab. With the navigation panel, you can navigate to the position where you added a note. The Option Menu allows you to edit, remove or rename notes.

## **Searching text**

To search your book, enter text in the top-right text box, or choose Reading > Find on Windows (Edit > Find on Macintosh). The reading panel highlights the found text. To navigate to each instance of a search term, click the left or right arrows on either side of the search box, or choose Reading > Find > Find Next or Find Previous on Windows (Edit > Find > Find Next or Find Previous on Macintosh).

## **Transferring eBooks between Computers**

If you have authorized your computer using an ID (see “Opening eBooks” above), you can copy the book to another computer, run ADE, and authorize with the same ID to open the book.

You can find your books in the My Digital Editions folder in your computer’s documents folder. Locate the book you want to copy, and

transfer it to the other computer. On the other computer, double-click the book or drag it into ADE.

Note that highlights and annotations are not copied when items are transferred to another computer.

## **Transferring eBooks from / to a supported eReader**

Adobe Digital Editions allows you to transfer items from / to a [supported eReader device](#).

Connect the supported eReader device to your computer and launch Digital Editions. Digital Editions automatically detects the presence of your device. Both Digital Editions and the device must be authorized to be able to transfer protected content to and from the device. Unprotected content can be transferred to and from the device without authorizing either the device or Digital Editions, but Adobe strongly advises authorizing Digital Editions as it gives you content portability for your protected books, whether on Digital Editions or the supported device.

After connection, the device appears in the library section. You can transfer items to and from the device just as you do with bookshelves in your library. You can read books that are on your device or your own computer.

**Note:** Do not disconnect the device while transferring library items to or from your computer.

## **Diagnosing Problems**

### **Connectivity issues**

When you first open a book, Adobe Digital Editions (ADE) may encounter problems trying to confirm that you are authorized to read the book. The most common messages are “Activation Server Error” or “Connection Error,” which means that ADE simply could not connect to the server from which it was supposed to retrieve authentication information. Confirm that you are connected to the network (for example, open your browser and try to navigate to a web site). Typically, retrying resolves this problem.

### **Corrupted and deleted documents**



In some cases, a book may become corrupted or inadvertently deleted. Or, ADE may report it is unable to find lending information. Simply go back to your library or bookseller website, re-download the book, and re-open it in ADE.

**Incorrectly formatted documents**

Documents may produce minor errors or warnings if a PDF file uses features not supported by ADE (for example, JPEG 2000 compression), or an EPUB document uses markup that is not recommended. In most cases, these minor warnings and errors do not produce any visible problems, but the book may not be rendered exactly as the author intended.

**Shortcut Keys**

LIBRARY MODE		
WIN KEYS	MAC KEYS	ACTION DESCRIPTION
Ctrl+Q	Cmd+Q	Quit ADE
Ctrl+O	Cmd+O	Open ADE
Ctrl+N	Cmd+N	Create New Shelf
Ctrl+I	Cmd+I	Open Item Info
Ctrl+E	Cmd+E	Open Item Info
Ctrl+S	Cmd+S	Save Bookshelf
Ctrl+V	Cmd+V	Paste Bookshelf
F2	Enter	Renames bookshelf (when selected a user bookshelf)
Spacebar, Enter	Spacebar	Opens selected item in Detail View
Ctrl+A	Cmd+A	Selects all items in Bookshelf
Ctrl+I	Cmd+I	Opens Item Info dialog
Ctrl+Shift+I	Cmd+Shift+I	Displays computer screen
Ctrl+J	Cmd+J	Changes current view between thumbnail and list
Ctrl+K	Cmd+K	Changes current view between list and detail
Ctrl+L	Cmd+L	Switches to Library Mode

Ctrl+Shift+L	Cmd+Shift+L	Navigates to bookshelf /
Ctrl+Shift+N	Cmd+Shift+N	Copies selected item(s)
Ctrl+O	Cmd+O	Opens Add Item dialog
Ctrl+R	Cmd+R	Switches to Reading
Ctrl+Shift+U	Cmd+Shift+U	Opens Computer Authorization dialog box

READING MODE		
WIN KEYS	MAC KEYS	ACTION DESCRIPTION
Ctrl+0	Cmd+0	Switches to Fit Page
Ctrl+1	Cmd+1	Switches to Actual Size (1:1) view for PDF
Ctrl+2	Cmd+2	Switches to Fit Width
Ctrl+Spacebar Page Up	Page Up	Goes to previous page (in Fit Width or Fit Single
Spacebar Page Down	Spacebar Page Down	Goes to next page (in Fit Width or Fit Single Page
Ctrl+=	Cmd+=	Zooms in (for PDF documents) Increases font size (for
Ctrl+-	Cmd+-	Zooms out (for PDF documents) Decreases font size (for
F2	Enter	Renames bookmark or annotation in Bookmark
Ctrl+F7	N/A	Opens the links window
Up Arrow	Up Arrow	Scrolls up by line (in Fit Width, Actual Size (1:1) or Zoom level views) Scrolls up a page (in Fit
Down Arrow	Down Arrow	Scrolls down by line (in

		Fit Width, Actual Size (1:1) or Zoom level views) Scrolls down a page (in Full Screen)
Left Arrow	Left Arrow	Goes to previous half screen (for PDF documents) Goes to previous page (for EPUB documents)
Right Arrow	Right Arrow	Goes to next half screen (for PDF documents) Goes to next page (for EPUB documents)
Ctrl+Home Shift+Ctrl+Page Up	Home Shift+Cmd+Up Arrow	Goes to first page of document
Ctrl+End Shift+Ctrl+Page Down	End Shift+Cmd+Down Arrow	Goes to last page of document
Ctrl+B	Cmd+B	Adds a bookmark at the
Ctrl+Alt+C	Cmd+Alt+C	Collapses All items in TOC
Ctrl+Alt+E	Cmd+Alt+E	Expands All items in TOC
Ctrl+E	Cmd+E	Shows book file in Explorer (Finder on Mac OS)
Ctrl+Shift+F	Cmd+Shift+F	Turns on Full Screen
Ctrl+F	Cmd+F	Moves keyboard focus to Find bar
Ctrl+G	Cmd+G	Finds next instance of selected text
Shift+Ctrl+G	Shift+Cmd+G	Finds previous instance of selected text
Ctrl+Shift+H	Cmd+Shift+H	Shows/Hides page
Ctrl+I	Cmd+I	Opens Item Info dialog
Ctrl+M	Cmd+Shift+M	Shows/Hide Metadata
Ctrl+Shift+O	N/A	Copies ebook to Digital Library
Ctrl+P	Cmd+P	Opens Print dialog
Ctrl+Shift+P	Cmd+Shift+P	Opens Go to Page dialog
Ctrl+T	Cmd+T	Shows/Hides Navigation Bar
Ctrl+W	N/A	Closes Book

Ctrl+Shift+T	Cmd+Shift+T	Switch to Single-page /
Ctrl+Shift+K	Cmd+Shift+K	Start / Stop Playing Media Overlay

**Note:** If JAWS is launched, the Up/Down/Left/Right arrow keys will be redefined for JAWS.

JAWS/NVDA SCREEN READER	
KEYS	ACTION DESCRIPTION
READING TEXT	
Left Arrow	Move to previous page (others)
Right Arrow	Move to next page (others)
Ctrl+Left Arrow	Move to previous page (others)
Ctrl+Right Arrow	Move to next page (others)
Up Arrow	Increases voice rate during Say All (JAWS Say All mode).
Down Arrow	Decreases voice rate during Say All (JAWS Say All mode).
Page Up	Increases voice rate during Say All (JAWS Say All mode).
Page Down	Decreases voice rate during Say All (JAWS Say All mode).
Ctrl+Page Up	Move to next page (others)
Ctrl+Page Down	Move to previous page (others)
INFOBOX	
Alt+I	Shows/Hide InfoBox
Left Arrow	Move to previous page (others)
Right Arrow	Move to next page (others)
FOR BULLETS	
Left Arrow	Move to previous page (others)
Right Arrow	Move to next page (others)
Insert+E (JAWS only)	Says default button of dialog box

**Note:** The above table is valid only when JAWS/NVDA is not customized. For more information about NVDA shortcuts, please check Start > Program Files > NVDA > Documentation > Keyboard Commands. For JAWS, please read the Using JAWS > Reading Screens and Documents section in its help document.

### Known issues

- Digital Editions will not turn to the next page automatically under the NVDA Say All mode. Unlike JAWS, NVDA only reads the current page.

- When using Mac OS X's VoiceOver screen reader (for accessibility), press Ctrl+Option+W to read the contents of dialogs.
- When using Mac OS X's VoiceOver screen reader (for accessibility), Digital Editions will not support navigate and read by paragraph, line, word, or character.
- If you have both Adobe Digital Editions 1.7 and Adobe Digital Editions 4.5 installed, uninstalling one of them will de-associate the EPUB and ASCM file types with the application. You'll then need to manually associate file types (see your operating system's instructions for associating file types).
- Extremely large images (greater than 50MB) can cause sluggish behavior in the application.
- Some advanced rendering features (such as knockout, overprint, small caps, and non-separable blend modes) are not supported.
- When DE returns an error message `W_ADEPT_CORE_LOAN_NOT_ONRECORD`, it means no record for this loan is found on this machine, which most likely means you are attempting to open a borrowed book that was previously expired or returned.